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STATE'S ATTORNEY FOR HARFORD COUNTY

POSITION VACANCY # 16-078 OFFICE OF THE STATE'S ATTORNEY

LEGAL CLERK

PERMANENT/FULL-TIME/ALL BENEFITS
ANNUALLY \$27,500

CLOSING DATE: 10/31/2016
WORK LOCATION: 20 WEST COURTLAND STREET, BEL AIR, MD
HOURS OF WORK: 8:00 A.M. – 5:00 P.M.

NATURE OR WORK:

Under general supervision, performs a variety of clerical duties of a routine and recurring nature to include typing, filing, computer data entry and inquiry, scanning, sorting and distributing of mail, and answering a multi-line telephone system in accordance with established policies and procedures. Information handled is sensitive and confidential in nature. Extensive contact is required with the general public, members of the legal system, and other employees. Performance is evaluated periodically based on successful completion of assignments. Work is primarily sedentary in nature with intermittent periods of bending, stooping, reaching and lifting of light objects.

MINIMUM QUALIFICATION REQUIREMENTS:

Knowledge and Skills:

Working knowledge of modern office practices and procedures, filing, telephone techniques, personal computer operations, and various office equipment as well as English usage, spelling, grammar and punctuation. Ability to perform clerical tasks in an efficient manner; to retrieve and process information from specialized computer operations accurately; to prepare and maintain records and simple reports; to sit for prolonged period of time; to bend, stoop, reach, lift and carry light objects.

Education and Experience:

Possession of a high school or vocational-school diploma or GED Certificate and two (2) years' experience in performing responsible clerical work in an office which has included typing and some computer keyboard operation. Relevant experience in a legal environment is preferred.

NOTE:

Selected candidate must provide proof of college degree or paralegal certificate prior to appointment, if applicable.

SAFETY:

Must comply with the Harford County Safety Manual.

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG SCREENING. CANDIDATE MUST PASS A CRIMINAL BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

Application must be completed online at www.harfordcountygov.com/employment. **APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME**

WILL NOT BE ACCEPTED IN LIEU OF APPLICATION. APPLICATION MUST BE COMPLETED IN FULL. APPLICATIONS AND/OR ACCOMPANYING DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY